



Higher National Graded Unit specification

General information for centres

This Graded Unit has been validated as part of the HNC International Business and Trade. Centres are required to develop the assessment instrument in accordance with this validated specification. Centres wishing to use another type of Graded Unit or assessment instrument are required to submit proposals detailing the justification for change for validation.

Graded Unit title: International Business and Trade:
Graded Unit 1

Graded Unit code: F4AL 34

Type of Graded Unit: Project

Assessment Instrument: Case Study

Credit points and level: 1 HN credit at SCQF level 7: (8 SCQF credit points at SCQF level 7*).

**SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from National 1 to Doctorates*

Purpose: This Graded Unit is designed to provide evidence that the candidate has achieved the following principal aims of the HNC International Business and Trade:

- ◆ to allow candidates to develop a range of transferable skills, for example in oral and written communication, information technology and working in groups with specific reference to international aspects of marketing, institutions, languages, management and administration
- ◆ to ensure candidates have the opportunities to develop transferable skills including Core Skills to the levels demanded by employers and/or progression in higher education
- ◆ develop study and research skills
- ◆ provide a degree of choice for candidates to enable them to pursue a range of junior employment opportunities within the fields of business, management, marketing, import/export and administration
- ◆ prepare candidates for progression to international business and marketing, European studies and related qualifications in Higher Education, advanced professional qualifications and employment

General information for centres (cont)

Recommended prior knowledge and skills: It is recommended that the candidate should have completed or be in the process of completing the following Units relating to the above specific aims prior to undertaking this Graded Unit:

- ◆ *International Business Environment: Geographic Influences* F309 34
- ◆ *International Trade Institutions* F1XB 34 *or* *European Union: An Introduction* F1A2 34 *or* *International Marketing: An Introduction* DG6M 34
- ◆ *Economic Issues: An Introduction* DE3A 34
- ◆ *Marketing: An Introduction* DE3C 34
- ◆ *Managing People and Organisations* DE3D 34

Core Skills: There is no automatic certification of Core Skills or a Core Skill component as part of this Graded Unit. However, there may be opportunities to develop the Core Skills of *Communication* and *Problem Solving* at level 5 and *IT* and *Working with Others* at level 4.

Assessment: This Graded Unit will be assessed by the use of a case study. The developed case study should provide the candidate with the opportunity to produce evidence that demonstrates she/he has met the aims of the Graded Unit that it covers.

Administrative Information

Graded Unit code: F4AL 34

Graded Unit title: International Business and Trade: Graded Unit 1

Original date of publication: August 2008

Version: 02 (July 2018)

History of changes:

Version	Description of change	Date
02	Update of Conditions of Assessment	Jul 2018

Source: SQA

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SQA acknowledges the valuable contribution that Scotland's colleges have made to the development of Higher National qualifications.

FURTHER INFORMATION: Call SQA's Customer Contact Centre on 0345 279 1000.

Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates

Graded Unit title: International Business and Trade: Graded Unit 1

Conditions of assessment

The candidate should be given a date for completion of the case study. However, the instructions for the assessment task should be distributed to allow the candidate sufficient time to assimilate the details and carry out the assessment task. During the time between the distribution of the assessment task instructions and the completion date, assessors may answer questions, provide clarification, guidance and reasonable assistance.

Reasonable assistance is the term used by SQA to describe the difference between providing candidates with some direction to generate the required evidence for assessment and providing too much support, which would compromise the integrity of the assessment. Reasonable assistance is part of all learning and teaching processes.

In relation to the assessment of Higher National Project-based Graded Units, assessors may provide advice, clarification, and guidance during the time between the distribution of the project instructions and the completion date, ie at each stage of the project.

Remediation allows an assessor to clarify candidate responses, either by requiring a written amendment or by oral questioning, where there is a minor shortfall or omission in evidence requirements. In either case, such instances must be formally noted by the assessor, either in writing or by recording, and be made available to the internal and external verifier.

In relation to Higher National Project-based Graded Units, candidates must be given the opportunity for remediation at each stage of the project.

The evidence for a Higher National Project-based Graded Unit is generated over time and involves three distinct stages, each of which has to be achieved before the next is undertaken. This means that any re-assessment of stages must be undertaken before proceeding to the next stage. The overall grade is derived from the total number of marks *across all* sections, and should reflect the ability of the candidate to work autonomously and the amount of support required. In relation to Higher National Project-based Graded Units, candidates who have failed any stage of the project and have been unable to provide the necessary evidence through remediation must be given the opportunity for re-assessment of that stage.

Any candidate who has failed their graded unit or wishes to upgrade their award must be given a re-assessment opportunity, or in exceptional circumstances, two re-assessment opportunities. In the case of project-based graded units, this must be done using a substantially different project.

The final grading given must reflect the quality of the candidate's evidence at the time of the completion of the graded unit. Candidates must be awarded the highest grade achieved — whether through first submission or through any re-assessment, remediation, and/or reasonable assistance provided.

Higher National Graded Unit specification: Instructions for designing the assessment task and assessing candidates (cont)

Instructions for designing the assessment task

The assessment task is a project. The project undertaken by the candidate must be a complex task which involves:

- ◆ variables which are complex or unfamiliar
- ◆ relationships which need to be clarified
- ◆ a context which may be familiar or unfamiliar to the candidate

The assessment task must require the candidate to:

- ◆ analyse the task and decide on a course of action for undertaking the project
- ◆ plan and organise work and carry it through to completion
- ◆ reflect on what has been done and draw conclusions for the future
- ◆ produce evidence of meeting the aims which this Graded Unit has been designed to cover

Guidance on grading candidates

Candidates who meet the minimum Evidence Requirements will have their achievement graded as C — competent, or A — highly competent or B somewhere between A and C. The grade related criteria to be used to judge candidate performance for this Graded Unit is specified in the following table.

Higher National Graded Unit specification: Instructions for designing the assessment task and assessing candidates (cont)

Grade A	Grade C
<p>Is a seamless, coherent piece of work which:</p> <ul style="list-style-type: none"> ◆ has comprehensive evidence for the three essential phases of the project, is produced to a high standard, and is quite clearly inter-related ◆ actual research which is comprehensive, accurate and reliable ◆ uses a highly focussed, planned and systematic approach with regard to the analysis of the case study materials ◆ demonstrates an accurate and perceptive analysis of the case study materials ◆ effectively consolidates and integrates required knowledge and skills ◆ is clear and well structured throughout and language used is of a high standard in terms of level, accuracy and technical content 	<p>Is a co-ordinated piece of work which:</p> <ul style="list-style-type: none"> ◆ contains sufficient evidence to meet the minimum requirements of the three essential phases of the project ◆ actual research which is carried out in a satisfactory manner ◆ uses an adequately planned approach to the analysis of the case study materials ◆ demonstrates an acceptable analysis of the case study materials ◆ consolidates and integrates knowledge and skills however this may lack some continuity and consistency ◆ is satisfactorily structured and language used is adequate in terms of level, accuracy and technical content

The project requires candidates to demonstrate their knowledge and understanding of international business and trade by producing a report which responds to issues identified in the case materials.

This project will be done on an individual basis and requires candidates to plan, implement and evaluate the project.

The project will be marked out of 100. Assessors will mark each stage of the project, taking into account the criteria outlined. The marks will then be aggregated to arrive at an overall mark for the project. Assessors will then assign an overall grade to the candidate for this Graded Unit based on the following grade boundaries.

A = 70% — 100%

B = 60% — 69%

C = 50% — 59%

Note: the candidate must achieve all of the minimum evidence specified below for each stage of the project in order to achieve the Graded Unit.

Higher National Graded Unit specification: Instructions for designing the assessment task and assessing candidates (cont)

Evidence Requirements

The project consists of three stages: planning; developing; and evaluating. The following table specifies the minimum evidence required to pass each stage.

Note: The candidate must achieve **all of the minimum evidence** specified below for each stage of the project in order to pass the Graded Unit.

Project stage	Minimum Evidence Requirements
Stage 1 — Planning 15%	<p>An action plan which includes:</p> <ul style="list-style-type: none">◆ identification of the aims of the case study◆ selection and justification of the tasks required to undertake the case study◆ identification of research required to complete the case study◆ a plan for managing and completing the case study report within a realistic timescale <p>Evidence should normally be provided in the form of a plan of work.</p> <p>This stage is worth 15 marks and candidates must achieve a minimum of 8 marks to pass.</p> <p><i>The candidate must achieve all of the minimum evidence specified above in order to pass the Planning stage.</i></p>

Higher National Graded Unit specification: Instructions for designing the assessment task and assessing candidates (cont)

Project stage	Minimum Evidence Requirements
Stage 2 — Developing 65%	<p>The case study will require the candidate to produce a report which includes evidence of:</p> <ul style="list-style-type: none"> ◆ collection and summary of any research undertaken ◆ an analysis of the case study scenario and research in terms of: <ul style="list-style-type: none"> — relevant international trade issues — cultural and national issues — market and stakeholder needs — organisational objectives — staffing and organisational issues ◆ an outline plan of action which addresses the issues identified in the case study scenario <p>The report should include:</p> <ul style="list-style-type: none"> — Title — Contents — Findings — Conclusions — Recommendations — References — Appendices <p>This stage is worth 65 marks and candidates must achieve a minimum of 33 marks to pass.</p> <p><i>The candidate must achieve all of the minimum evidence specified above in order to pass the Developing stage.</i></p>
Stage 3 — Evaluating 20%	<p>An evaluation report which includes:</p> <ul style="list-style-type: none"> ◆ an overview of the planning and developing stages of the project, including any areas which may have been modified during the course of the project ◆ assessment of the research carried out ◆ appraisal of candidate's project in terms of strengths and weaknesses ◆ identification of knowledge and skills which have been gained or developed during the project <p>This stage is worth 20 marks and candidates must achieve a minimum of 10 marks to pass.</p> <p><i>The candidate must achieve all of the minimum evidence specified above in order to pass the Evaluating stage.</i></p>

Higher National Graded Unit specification: Instructions for designing the assessment task and assessing candidates (cont)

Equality and inclusion

This graded unit specification has been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners should be taken into account when planning learning experiences, selecting assessment methods or considering alternative evidence. Further advice can be found on our website www.sqa.org.uk/assessmentarrangements.